



# **FFY 2021 HIGHWAY SAFETY FUNDING GUIDELINES**

**South Carolina Department of Public Safety**  
December 18, 2019



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### Foreword: Notice to Applicants

For Federal Fiscal Year (FFY) 2021, there have been substantive changes to the Highway Safety Funding Guidelines. You are encouraged to read the document in its entirety; however, please make note of the following changes, which are detailed later in the document.

- **Leave** – Leave of any kind is no longer an allowable grant expenditure (page 28).
- **Vehicles** – Vehicle requests will only be considered on a case-by-case basis. Written justification is required which demonstrates that the vehicle is needed by the agency to conduct project activities. Only the lesser amount of 90% of the state contract price or 90% of the price paid will be reimbursed for vehicles, associated equipment, and other items related to that vehicle (page 26).
- **Training** – Block and in-service training are not reimbursable (page 28).
- **Non-Motorized Safety** – Recently the state has become eligible for Section 405(h) funds through the Fixing America's Surface Transportation (FAST) Act. As a result, grants will be awarded to address bicyclist and pedestrian safety (page 18).



## PURPOSE OF THE FUNDING GUIDELINES

The purpose of this manual, prepared by the Office of Highway Safety and Justice Programs (OHSJP) of the South Carolina Department of Public Safety, is to outline the specific criteria to be followed in the preparation of Highway Safety grant applications and to assist potential applicants in determining whether a proposed traffic safety activity is eligible for funding in Federal Fiscal Year (FFY) 2021. The manual provides direction for the state's highway safety planning process and presents concise guidelines to assist state and local agencies in obtaining federal funding support for highway safety programs. Highway Safety Funds are received on an annual basis from the National Highway Traffic Safety Administration (NHTSA) of the U. S. Department of Transportation (USDOT).

Those interested in applying for FFY 2021 Highway Safety funding are strongly encouraged to attend the Grant Solicitation Workshop to be held January 13, 2020. Details regarding the registration and location of the workshop can be found on page 2 of this manual. The deadline to RSVP for this workshop is January 6, 2020. **Please note that only the following entities are eligible for consideration for Highway Safety funding: (1) State agencies; (2) private, non-profit organizations listed as 501(c)3; (3) political subdivisions (city/county governments); and (4) state, local and federally recognized tribal governments.**

**Please note that a law enforcement applicant must be in compliance with Section 56-5-6560 of the South Carolina Code of Laws regarding the reporting of Public Contact Information to be considered eligible for funding. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.**

**FFY 2021 Highway Safety Grant Applications must be received electronically by the Office of Highway Safety and Justice Programs by 5:00 PM on Friday, February 21, 2020.** Applications received after February 21, 2020, will not be considered. The grant application must be completed using *SCDPS Grants*, the Office of Highway Safety and Justice Programs' online grant management system. The Highway Safety application will be available on *SCDPS Grants* beginning January 13, 2020.

**Any supporting documents and/or appendices to the application may be uploaded as an attachment or mailed to the following address:**

**Ms. Cheryl W. Worrell, Grants Administration Manager  
SC Department of Public Safety  
Office of Highway Safety and Justice Programs  
Post Office Box 1993  
Blythewood, SC 29016**

**Please be sure to include the grant application number on any mailed documents. Mailed documents must be received in the Office of Highway Safety and Justice Programs by 5:00**



**PM on February 21, 2020 in order to be considered. An application is considered complete when all required documents are included.**

Following the submission deadline, the OHSJP will utilize a multi-level review process to determine whether an award is approved or disapproved. Grant award announcements will be mailed prior to the start of the FFY2021 grant period which is Tuesday, **October 1, 2020.**

### **HIGHWAY SAFETY GRANT CYCLE FFY 2021**

- December 20, 2019: Notification of solicitation of applications and Workshop announcement mailed to potential applicants.
- December 31, 2019: Posting of FFY 2021 Highway Safety Funding Guidelines on the SC Department of Public Safety's website: <http://scdps.sc.gov/ohsfp>.
- January 6, 2020: RSVP Deadline for OHSJP Grant Solicitation Workshop.  
**Please contact Ms. Kayla Boston by January 6, 2020 to RSVP.**  
She may be reached at [KaylaBoston@scdps.gov](mailto:KaylaBoston@scdps.gov) or (803) 896-8707.  
Seating is limited.
- January 13, 2020: OHSJP Grant Solicitation Workshop. Justice Programs: 9:00 AM- 11:30 AM. Highway Safety: 1:30 PM-4:00 PM, DoubleTree by Hilton, 2100 Bush River Road Columbia, SC 29210.
- January 13, 2020 Application opens. The grant application must be completed *using SCDPS Grants* <https://www.scdpsgrants.com>.
- February 21, 2020: Due date for Highway Safety grant applications. **All grant applications must be received electronically by the OHSJP by 5:00 PM on Friday, February 21, 2020. Applications received after the due date will not be considered.**
- September 2020: FFY 2021 grant awards issued with funding beginning October 1, 2020. Notification of applicants not approved for funding.



## DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

**Traffic Collision Statistics (preliminary data):** Statistics for South Carolina indicate that during 2018, approximately 142,316 traffic collisions were reported; this is a 0.18% increase from 2017, when 141,874 collisions were reported. Collisions in 2018 resulted in 1,036 fatalities and an estimated 55,373 injuries. The number of traffic fatalities in 2018 was 4.9% higher than in 2017, when 989 persons were fatally injured in South Carolina traffic collisions.

**Mileage Death Rate (preliminary data):** The state's mileage death rate (MDR), or traffic fatalities per 100 million miles of travel, in 2018 was 1.82, a 2.25% increase from 2017 when the MDR was 1.78. According to the most recent data available, the national mileage death rate in 2018 was 1.13. Based on 2018 figures, South Carolina's MDR of 1.82 was 61% higher than the national mileage death rate of 1.13 (2018 Final FARS).

**2018 SC Traffic Collision Statistics Clock (preliminary data):** Breaking collision statistics down by time in 2018 indicated the following:

- \* 1 Traffic Collision was reported every 3.7 minutes.
- \* 1 Traffic Death was reported every 8.4 hours.
- \* 1 Non-fatal Traffic Injury was reported every 8.4 minutes.
- \* 1 Property-Damage-Only Collision was reported every 5.1 minutes.

In 2018, South Carolina had 3,830,000 licensed drivers who operated 4,530,000 registered motor vehicles on a roadway system of 77,992 miles of streets and highways.



### **DUI Involvement in Collisions:**

According to NHTSA's Fatality Analysis Reporting System (FARS) 2018 preliminary data, alcohol-impaired fatalities for 2018 totaled 291. FARS data showed a total of 1,465 drivers involved in fatal collisions in South Carolina during 2018. Of those 1,465 drivers, 291 had a blood alcohol concentration (BAC) of .08 or greater, which accounted for 19.89% of all drivers involved in fatal collisions.



### **Speed Involvement in Collisions (preliminary data):**

According to the SC Department of Public Safety's preliminary data for 2018, of the approximately 55,373 total traffic-related injuries reported in 2018, 19,027 or 32.8%, occurred in speeding-related collisions. Injuries in speeding-related traffic collisions decreased from 20,273 in 2017 to 19,027 in 2018, a decrease of over 6%. The percentage of traffic-related injuries that involved speeding decreased slightly from 33.5% in 2017 to 32.8% in 2018.

Incapacitating injuries in speeding-related traffic crashes decreased from 2017 to 2018 with 1,028 such injuries occurring in 2017 and 958 in 2018, a decrease of 6.80%. The percentage of traffic-related incapacitating injuries that involved speeding increased, from 36.1% in 2017 to



36.2% in 2018. In comparison, state data shows that South Carolina's overall speeding-related fatalities increased by 3.1%, from 367 fatalities in 2017 to 378 fatalities in 2018.

**Five-Year Collision Data:** In order to examine traffic collision trends over time, the Office of Highway Safety and Justice Programs' staff reviewed collision data for the period 2014-2018. During this five-year period, the state's MDR in 2014 was at 1.65 before increasing to 1.89 in 2015, 1.87 in 2016, and decreasing slightly again to 1.78 in 2017. For 2018, the state's MDR increased to 1.82. Collision statistics for the period are presented in the chart below.

### South Carolina Collision Statistics 2014 - 2018

Year	Total Collisions	Total Fatalities	Total Persons Injured	Death Rate
2014	119,173	823	53029	1.65
2015	133,961	979	58604	1.89
2016	141,599	1020	61899	1.87
2017	141,874	989	60555	1.78
2018	142,316	1,036	55373	1.82

All 2018 data are preliminary

### Top Primary Contributing Factors 2018

2018 Top Primary Contributing Factors		
Fatal Collisions	Injury Collisions	Total Collisions
Driving Too Fast for Conditions	Driving Too Fast for Conditions	Driving Too Fast for Conditions
Driver Under Influence	Failed To Yield Right of Way	Failed To Yield Right of Way
Failed To Yield Right of Way	Disregarded Signs/Signals/Etc.	Improper Lane Usage/Change
Lying &/Or Illegally In Roadway	Followed Too Closely	Followed Too Closely
Wrong Side/Wrong Way	Driver Under Influence	Distracted/Inattention

All 2018 data are preliminary



**Location of Highest Numbers of Property-Damage-Only Crashes:** During the five-year period from 2014-2018, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry and Spartanburg counties.

**Location of Highest Numbers of Injury Crashes:** The locations of the largest number of injury collisions during the five-year period from 2014-2018 were Charleston, Greenville, Richland, Horry, and Spartanburg counties.

**Location of Highest Numbers of Fatal Crashes:** The locations of the largest number of fatal crashes during the five-year period from 2014-2018 were Greenville, Horry, Charleston, Spartanburg and Richland counties.

**Driver Groups Involved in Crashes:** During the five-year period, the age groups with the highest number of drivers involved in fatal collisions (presented in order) included drivers ages 20-24, 25-29, and 30-34. The age groups with the highest number of drivers involved in severe-injury collisions (presented in order) included drivers ages 20-24, 15-19, and 25-29. Drivers under the age of 30 continued to be over-represented in traffic crashes, based on the size of the category of licensed drivers in this group. Males continued to be involved in a higher percentage and number of crashes than female drivers.

**An Analysis by the Office of Highway Safety and Justice Programs:** Based on traffic data over the 2014-2018 period, the charts on pages 6-10 show counties in the state of South Carolina which lead the state in statistical categories regarding fatal and severe injury collisions (number of fatal and severe injury collisions, number of fatal and severe injury by DUI-related collisions, and number of fatal and severe injury by speed-related collisions). Grant projects submitted for FFY 2021 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.





## 2021 Highway Safety Funding Guidelines

SC Fatal and Severe Injury Collisions 2014-2018 (2018 Preliminary)						
County	2014	2015	2016	2017	2018	2014-2018
Horry	330	299	269	278	242	1,418
Charleston	308	281	272	280	264	1,405
Greenville	277	252	300	292	273	1,394
Spartanburg	178	202	201	175	219	975
Richland	180	198	214	168	143	903
Anderson	139	161	192	174	147	813
Lexington	137	151	142	165	176	771
York	127	125	143	128	125	648
Berkeley	153	148	102	109	102	614
Beaufort	95	107	102	105	78	487
Aiken	91	96	88	108	86	469
Florence	78	86	91	79	97	431
Orangeburg	75	79	96	76	103	429
Dorchester	70	85	75	68	65	363
Lancaster	83	86	85	65	42	361
Pickens	69	67	61	69	78	344
Laurens	58	67	66	65	70	326
Sumter	58	60	68	59	50	295
Georgetown	46	63	43	67	61	280
Oconee	48	53	51	55	58	265
Colleton	44	56	66	50	47	263
Cherokee	56	51	48	59	46	260
Darlington	59	52	64	38	38	251
Greenwood	40	62	47	46	43	238
Jasper	46	43	60	31	36	216
Kershaw	28	33	56	49	48	214
Williamsburg	42	38	38	41	33	192
Chester	33	39	39	40	40	191
Chesterfield	35	44	38	44	28	189
Newberry	26	34	35	32	26	153
Clarendon	21	32	33	36	22	144
Fairfield	26	22	29	28	32	137
Dillon	27	24	21	27	24	123
Barnwell	32	26	15	16	19	108
Marion	27	23	13	20	19	102
Union	18	23	21	16	21	99
Marlboro	26	20	21	15	13	95
Hampton	20	23	17	16	12	88
Abbeville	13	17	17	24	14	85
Lee	16	16	13	13	25	83
Calhoun	18	15	13	17	15	78
Edgefield	8	17	20	14	13	72
Bamberg	11	13	16	11	18	69
Saluda	13	15	13	18	9	68
Allendale	11	10	9	7	12	49
McCormick	6	10	8	5	8	37
	<b>3,302</b>	<b>3,424</b>	<b>3,431</b>	<b>3,298</b>	<b>3,140</b>	<b>16,595</b>



## 2021 Highway Safety Funding Guidelines

SC Fatal and Severe Injury DUI Alcohol and/or Drug Collisions 2014-2018 (2018 Preliminary)						
County	2014	2015	2016	2017	2018	2014-2018
Greenville	81	70	88	71	64	374
Horry	59	55	40	52	31	237
Lexington	42	44	52	49	49	236
Spartanburg	40	48	50	28	41	207
Richland	46	41	47	31	38	203
Anderson	35	42	36	54	32	199
Charleston	39	24	31	46	38	178
Berkeley	35	28	27	29	23	142
York	25	28	29	26	31	139
Aiken	26	24	27	20	23	120
Florence	28	14	19	20	22	103
Laurens	24	22	17	20	18	101
Beaufort	19	18	17	24	17	95
Orangeburg	19	21	18	15	17	90
Lancaster	18	18	20	16	9	81
Dorchester	14	19	16	19	8	76
Pickens	21	12	14	13	10	70
Darlington	13	17	17	12	10	69
Cherokee	14	15	15	16	8	68
Oconee	14	16	8	17	12	67
Sumter	17	10	16	13	10	66
Greenwood	14	16	9	11	11	61
Kershaw	6	8	17	16	13	60
Colleton	6	19	11	12	11	59
Georgetown	17	13	5	10	8	53
Chesterfield	5	13	12	10	8	48
Chester	8	7	10	10	10	45
Williamsburg	6	12	6	7	6	37
Jasper	5	9	12	5	6	37
Newberry	10	9	10	4	4	37
Clarendon	5	10	9	9	4	37
Lee	6	7	5	4	9	31
Fairfield	9	3	7	5	6	30
Abbeville	4	5	4	13	3	29
Union	4	6	6	4	7	27
Barnwell	4	7	4	3	3	21
Dillon	6	2	2	6	2	18
Edgefield	4	4	5	3	2	18
Hampton	5	3	1	2	6	17
Marion	4	3	2	4	2	15
Saluda	3	2	5	4	1	15
Bamberg	4	2	3	1	3	13
Calhoun	5	0	2	2	3	12
McCormick	4	2	2	1	0	9
Marlboro	2	3	2	0	2	9
Allendale	0	1	1	2	1	5
	775	752	756	739	642	3,664



SC Fatal and Severe Injury Speed/Too Fast for Conditions Collisions 2014-2018 (2018 Preliminary)						
County	2014	2015	2016	2017	2018	2014-2018
Horry	90	86	71	91	69	407
Greenville	81	64	78	83	79	385
Charleston	82	80	71	76	71	380
Spartanburg	72	77	67	67	89	372
Richland	67	62	86	61	56	332
Lexington	56	59	46	55	74	290
Anderson	49	52	67	49	50	267
York	35	42	53	44	48	222
Berkeley	47	55	44	40	34	220
Aiken	38	45	42	46	34	205
Orangeburg	31	31	37	38	47	184
Laurens	26	37	44	34	37	178
Beaufort	37	33	34	38	31	173
Florence	19	29	36	25	38	147
Pickens	22	22	26	25	30	125
Darlington	30	26	34	17	18	125
Dorchester	29	30	24	23	16	122
Lancaster	27	28	24	18	19	116
Georgetown	19	19	17	27	22	104
Sumter	21	13	26	24	19	103
Oconee	18	21	13	24	26	102
Jasper	20	17	29	17	15	98
Cherokee	26	17	20	17	13	93
Colleton	16	16	20	19	15	86
Newberry	14	18	19	21	13	85
Chester	16	19	17	17	16	85
Greenwood	15	24	20	15	10	84
Chesterfield	16	20	13	23	10	82
Kershaw	8	13	20	23	18	82
Williamsburg	16	13	15	16	19	79
Clarendon	10	14	19	21	15	79
Dillon	13	13	12	16	12	66
Fairfield	7	11	19	10	17	64
Marlboro	15	13	10	9	9	56
Union	8	11	13	9	7	48
Barnwell	17	10	4	7	8	46
Marion	7	16	6	8	7	44
Abbeville	6	5	10	12	4	37
Calhoun	7	5	6	8	10	36
Lee	1	5	7	9	10	32
Hampton	5	9	6	5	5	30
Edgefield	3	5	10	7	5	30
Saluda	3	8	7	9	2	29
Bamberg	4	7	5	2	7	25
Allendale	4	3	3	4	7	21
McCormick	2	3	4	1	3	13
	<b>1,155</b>	<b>1,206</b>	<b>1,254</b>	<b>1,210</b>	<b>1,164</b>	<b>5,989</b>



## 2021 Highway Safety Funding Guidelines

SC Fatal and Severe Injury Pedestrian Involved Collisions 2014-2018 (2018 Preliminary)						
County	2014	2015	2016	2017	2018	2014-2018
Charleston	37	38	35	44	56	210
Greenville	28	28	40	41	36	173
Horry	21	20	35	35	43	154
Richland	20	29	34	25	25	133
Spartanburg	6	18	11	24	16	75
Berkeley	13	9	13	20	9	64
Florence	10	16	10	10	16	62
Lexington	13	7	10	17	14	61
Anderson	14	7	16	14	9	60
Beaufort	8	8	15	12	10	53
York	4	9	10	13	12	48
Orangeburg	5	6	12	8	7	38
Aiken	4	6	6	7	14	37
Dorchester	5	6	7	10	6	34
Sumter	3	6	4	10	8	31
Georgetown	5	5	5	10	4	29
Pickens	4	5	0	6	8	23
Cherokee	5	4	3	3	8	23
Greenwood	4	4	4	4	6	22
Darlington	5	7	1	3	5	21
Lancaster	2	3	3	6	5	19
Colleton	4	3	7	1	3	18
Dillon	3	4	3	3	4	17
Fairfield	3	6	0	5	2	16
Williamsburg	4	3	2	1	4	14
Laurens	3	1	4	2	4	14
Marion	4	2	1	2	3	12
Oconee	4	2	2	0	4	12
Kershaw	0	2	2	5	3	12
Chesterfield	2	2	0	5	2	11
Lee	2	1	2	1	4	10
Chester	1	1	2	4	2	10
Clarendon	2	2	3	0	3	10
Jasper	0	1	3	1	3	8
Bamberg	1	0	4	2	0	7
Edgefield	0	5	0	0	2	7
Barnwell	2	2	1	1	0	6
Hampton	2	1	2	1	0	6
Newberry	0	1	3	1	1	6
Marlboro	2	1	1	0	1	5
Calhoun	2	1	1	1	0	5
Saluda	1	2	1	0	0	4
Allendale	2	1	0	0	1	4
Abbeville	1	0	1	1	0	3
Union	1	1	0	0	1	3
McCormick	0	0	2	0	0	2
	262	286	321	359	364	1,592



SC Fatal and Severe Injury Pedalcyclist Involved Collisions 2014-2018 (2018 Preliminary)						
County	2014	2015	2016	2017	2018	2014-2018
Charleston	12	10	16	6	18	62
Horry	8	11	7	6	11	43
Beaufort	4	6	8	3	6	27
Richland	8	5	3	5	2	23
Greenville	4	1	4	4	7	20
Spartanburg	3	2	7	4	3	19
Florence	2	4	1	3	4	14
Berkeley	4	2	3	3	1	13
Lexington	2	2	5	1	2	12
Sumter	3	0	3	1	2	9
Aiken	1	1	2	0	4	8
Georgetown	1	0	1	4	1	7
Lancaster	0	1	3	2	1	7
Orangeburg	1	1	2	2	0	6
Dorchester	1	1	3	1	0	6
Oconee	0	1	1	2	2	6
Colleton	0	1	0	2	3	6
Darlington	0	3	1	0	2	6
Anderson	1	1	1	2	0	5
York	1	1	1	0	2	5
Clarendon	1	2	0	0	1	4
Laurens	2	0	1	1	0	4
Marion	0	0	1	3	0	4
Greenwood	2	0	0	0	1	3
Cherokee	1	1	1	0	0	3
Jasper	1	0	0	1	1	3
Union	1	1	1	0	0	3
Newberry	0	1	1	1	0	3
Chesterfield	1	0	1	0	0	2
Dillon	1	0	0	0	1	2
Williamsburg	1	0	0	1	0	2
Hampton	0	0	0	2	0	2
Pickens	1	0	0	0	0	1
Allendale	1	0	0	0	0	1
Lee	1	0	0	0	0	1
Marlboro	0	1	0	0	0	1
Barnwell	0	0	1	0	0	1
Abbeville	0	0	0	1	0	1
Chester	0	0	0	1	0	1
Kershaw	0	0	0	0	1	1
	70	60	79	62	76	347



## ASSISTANCE IN DEVELOPING GRANT PROPOSALS

### **Research Assistance**

Applicants are encouraged to visit the following websites for a wealth of research information (including, but not limited to, crash statistics) for developing Highway Safety grant applications:

- National Highway Traffic Safety Administration (NHTSA): [www.nhtsa.gov](http://www.nhtsa.gov)
- Statistical Analysis and Research Section of the SC Department of Public Safety's Office of Highway Safety and Justice Programs: [https://scdps.sc.gov/ohsjp/stats\\_overview](https://scdps.sc.gov/ohsjp/stats_overview)
- SC Target Zero website: <http://www.sctargetzeroplan.org/>

### **Assistance from Office of Highway Safety and Justice Programs**

Applicants are strongly encouraged to contact the OHSJP early in the process for assistance and guidance in completing and submitting grant applications (e.g., forming appropriate project goals, objectives, evaluation measures, etc.). Listed below are contact names and program area(s) of expertise. The OHSJP staff can be reached toll free at 1-877-349-7187.

- Shawnée Garrick: Police Traffic Services/Speed Enforcement, Occupant Protection
- Jasmine Simmons: Impaired Driving Countermeasures
- Wilson Matthews: Traffic Records
- Shawnée Garrick: Pedestrian and Bicycle Safety
- Angela Campbell: Financial/Budget
- Amanda Neveu: Financial/Budget

**All other questions can be directed to Cheryl Worrell, Grants Administration Manager.**

Applicants can also find further guidance using the Highway Safety Application Review Checklist on pages 32-33 and the Frequently Asked Questions on pages 34-35 .

## PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2021



**Impaired Driving Countermeasures:** The enforcement, adjudication, education, and systematic improvements necessary to impact impaired driving. This includes programs focusing on youth alcohol traffic safety issues. See pages 13-14 and 15-17 for additional information regarding applying for a grant under this program area.



**Occupant Protection:** The development and implementation of programs designed to increase usage of safety belts among all age groups and proper usage of child restraints. See pages 17-18 for additional information regarding applying for a grant under this program area.



**Police Traffic Services/Speed Enforcement:** The development or enhancement of traffic enforcement programs necessary to directly impact traffic crashes, fatalities, and injuries. Speeding programs are a priority; however, these programs should also include attention to DUI enforcement and occupant protection. Components of grant proposals may also include efforts to educate and improve the driving skills, attitudes, and behaviors of young drivers, 20 or younger. See pages 14-15 for additional information regarding applying for a grant under this program area.



**Non-Motorized Safety (Pedestrian and Bicycle Safety):** The development, implementation, or enhancement of comprehensive pedestrian and bicycle safety programs necessary to promote safe pedestrian and bicycle practices. This includes programs intended to promote proper and legal riding practice, and those intended to educate drivers to share the road safely with other road users. See pages 18-19 for additional information regarding applying for a grant under this program area.



**Traffic Records (Statewide Emphasis):** The continued development and implementation of a statewide program (the South Carolina Collision and Ticket Tracking System, or SCCATTS) designed to enhance the collection, analysis, and dissemination of collision data, thereby increasing the capability for identifying and alleviating highway safety problems.

### **Other Potential Funding Areas**

Other program areas may be eligible for funding in FFY 2021. Please contact Cheryl Worrell of the Office of Highway Safety and Justice Programs at 1-877-349-7187 for information on applying for a grant in these potential funding areas.



## PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

### **ENFORCEMENT PROJECTS**

The following projects are eligible for funding in FFY 2021:

#### **1. Impaired Driving (DUI) Enforcement Programs (Statewide and Community)**



In order for impaired driving enforcement programs to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for an impaired driving enforcement team. Jurisdictions must have a high incidence of alcohol and/or drug-related crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major impaired-driving problem and to demonstrate that increased enforcement will have a significant impact on the reduction of drug and/or alcohol-related traffic crashes. The traffic officers assigned to conduct program activities must be highly trained and skilled in order to detect a potential DUI. They must be able to administer proper field sobriety tests, videotape the suspect, supervise administration of the breath test during booking proceedings, and provide adequate case documentation for court presentation.

Proposals for either statewide or community Impaired Driving Enforcement Programs must:

- a. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol/drug-related crashes, to include an enforcement plan detailing specific days/nights of the week and hours the specialized impaired driving enforcement will be conducted. **Grant activities must primarily be conducted during night and weekend shifts between the hours of 3 PM and 6 AM, except in cases in which an officer is required to appear in court or scheduled to attend approved training.** Include an enforcement plan and a sample monthly schedule of the officers assigned to conduct project activities;
- b. List the enforcement tools, such as video equipment, needed to implement the project and cost projections. Explain how these tools will be utilized in furthering project objectives;
- c. Describe the public information strategies and educational components to be implemented as a part of the program. Such components should focus on the risks of drinking and driving and the likelihood of apprehension. Public information strategies and educational components should focus on certain groups that have been identified as being at high risk for driving under the influence (i.e., males ages 25-34) and repeat offenders;





- d. Describe the need for this specialized program, based on the number of DUI-related crashes, injuries, and fatalities now occurring in the area to be covered by the program; and
- e. Demonstrate and document the increase in personnel hours planned for impaired driving enforcement.
- f. Equipment, such as vehicles, will only be considered when there is a **demonstrated** need. **Refer to pages 26-28 of this document for a sample listing of allowable equipment.** Equipment required to implement a DUI enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- g. Agencies applying for and receiving funding for Impaired Driving Countermeasures enforcement programs must agree to continue or begin participation in the South Carolina Law Enforcement Network (SCLEN).
- h. If funding was received in the previous fiscal year, applicants must provide an analysis of the results of the previous year's activities (e.g. the number of DUI arrests compared with previous years, the number of speeding citations compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).

## 2. Speed (Police Traffic Services)



In order for traffic enforcement proposals to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for increased traffic enforcement. Jurisdictions must have a high incidence of speed-related crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic crashes.

- a. Programs initiating a traffic division within cities or counties must ensure and document the department's commitment to operate a comprehensive traffic enforcement program. These programs must develop and implement an enforcement plan to address the issue of speed enforcement primarily, but should also include enforcement for alcohol and drug impaired driving, safety belt use and child passenger safety laws, and other hazardous driving actions. Sufficient manpower must be provided to have an effective impact on collision reduction.



- b. Equipment, such as vehicles, will only be considered when there is a **demonstrated need. Refer to pages 26-28 of this document for a sample listing of allowable equipment.** Support equipment required to implement an enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- c. Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to continue or begin participation in the South Carolina Law Enforcement Network (SCLEN).
- d. If funding was received in the previous fiscal year, applicants must provide an analysis of the results of the previous year's activities (e.g., the number of speeding citations compared with previous years, the number of DUI arrests compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).
- e. All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in their respective jurisdictions through increased enforcement and educational efforts and enhance existing police traffic services.
- f. All police traffic services/speed enforcement programs must incorporate DUI enforcement and occupant protection enforcement (to include night-time safety belt enforcement) as major components of their effort.
- g. All police traffic services/speed enforcement programs must include educational, media, and training components to support the enforcement program.

### ***ADJUDICATION/PROSECUTION PROJECTS***

The following projects are eligible for funding in FFY 2021:

#### **1. Traffic Safety Resource Prosecutor**

A Traffic Safety Resource Prosecutor (TSRP) project would provide critical support to enhance the capability of the states' prosecutors and law enforcement to effectively prosecute traffic safety violations. Proposals for projects that establish a Traffic Safety Resource Prosecutor must:

- a. Assess training needs and develop and provide training programs for prosecutors, law enforcement officers, and other traffic safety professionals with an emphasis on the effective prosecution of impaired driving cases;



- b. Provide technical assistance and legal research to prosecutors on a wide variety of legal issues, including probable cause; Standardized Field Sobriety Testing (SFST); implied consent; breath/blood testing; accusatory instruments; pre-trial procedures; trial practice; and appellate practice;
- c. Serve as a resource to prosecutors in the state on impaired driving and other traffic cases;
- d. Prepare briefs, legal memoranda, and other pleadings for use at hearings, trials, or on appeal of such cases;
- e. Train and provide technical assistance to state, local, and county law enforcement in methods of evidence gathering, especially newly emerging technology and trial techniques, which will improve the ability of prosecutors to effectively prosecute impaired driving cases;
- f. Coordinate with the Office of Highway Safety and Justice Programs to serve as the liaison with additional prosecutors to enable them to become more involved in traffic safety initiatives;
- g. Respond to written and verbal inquiries made by prosecutors concerning criminal law, associated administrative issues, procedure, or special problems, and offer competency and expertise in providing a broad range of technical assistance and support services for prosecuting traffic safety offenses;
- h. Meet regularly with law enforcement agencies to explain prosecutorial policy, answer questions, and receive suggestions; foster improved law enforcement/prosecutor cooperation; strengthen effective law enforcement and prosecution strategies; and regularly apprise prosecuting attorneys on evolving areas of traffic safety law;
- i. Serve as an active participant on the state's Impaired Driving Prevention Council.
- j. Provide consultation on and prosecute, or serve as second chair on, difficult impaired driving cases at various locations around the state.

## 2. **Special DUI Prosecutors**

The goal of this project category is to increase the conviction rate of DUI offenders in priority counties, where there is a backlog of DUI cases as well as a problem of effectively prosecuting DUI jury trials. Project applications must:

- a. Provide the number of *nolle prosequere* cases, or the number of cases dismissed over the past three years, and the average of these cases;



- b. Demonstrate that the targeted county has a substantial backlog of DUI cases. Comparisons with the backlogs of other jurisdictions would be helpful. The age of backlogged cases should also be provided;
- c. Outline DUI-related training to be provided for the assigned prosecutor, including improving officer knowledge of DUI investigative techniques and current statutory and case law developments;
- d. Establish special goals for increasing the jury trial conviction rate of Summary Court DUI prosecutions and for decreasing the DUI case backlog;
- e. Discuss how the project will be evaluated;
- f. Discuss how DUI cases are currently being handled with existing staff;
- g. Provide a sound approach for project implementation; and
- h. Provide the conviction rate for the previous three years, by county, in the judicial circuit.



### ***OCCUPANT PROTECTION AND EDUCATION/OUTREACH PROJECTS***

#### **1. Innovative Community Safety Belt Projects and Projects Focusing on Minority Groups, Rural Populations, and Youth Safety Belt Use**

A need exists to implement community projects that include minority groups, rural populations, and young drivers, to encourage and promote safety belt and passive restraint use. Priority will be given to community-wide initiatives using innovative and creative approaches to encourage/promote the proper use of occupant restraints and to increase usage rates. While limited public information and education efforts may be a component of a community safety belt project, the primary focus should not be media centered.

Schools are an important arena in which to reach students, parents, and others who transport students. Studies have indicated that children can be very influential in promoting safety belt usage in families. Studies have also shown that teenagers and young males are over-represented in fatal and injury crashes. Traditionally, belt usage rates among these groups have been low.

Projects in this category should be comprehensive in scope to include the medical and business community in promoting highway safety in the schools. They should be educational or promotional programs designed to measurably increase usage of safety belts among these population groups. Projects should also focus on entire

school districts, involve students, parents, teachers, and administrators, and should be tied in to all school activities.

## 2. Education for Young People



Projects with a specific focus on young drivers, age 20 or younger, with education on alcohol and/or drugs, safety belt usage, and speeding will be given consideration. Educational projects typically have a greater focus on young drivers and provide more exposure to the alcohol/drug and highway safety messaging than do public awareness (media) campaigns. Educational projects could include the conducting of mock DUI trials in schools, the conducting of actual DUI trials in high schools, and the implementation of victim impact panels. Parameters for an educational program include, but are not limited to, the following:

- a. Projects must accurately define the focus population. Young (age 20 or younger) drivers and/or young people who have not yet reached driving age are appropriate groups;
- b. Projects must specify a methodology for reaching the defined population. The methodologies designed should clearly outline the manner in which the group will be accessed and the anticipated number to be impacted by the project;
- c. Projects eligible for funding should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation;
- d. Educational projects should provide in-depth education to a specific population, measuring and evaluating that impact; and
- e. Applicants should identify in their proposal what existing highway safety education is now being done in the community by other organizations (examples: Mothers Against Drunk Driving [MADD], Students Against Destructive Decisions [SADD], local law enforcement, South Carolina Department of Health and Environmental Control [DHEC], etc.) and within the school system.

## 3. Non-motorized Safety Grants (Pedestrians and Bicyclists)

Projects which support efforts to raise public awareness about the problem of non-motorized safety will be considered. Parameters for Non-motorized safety programs include, but are not limited to, the following:

- a. Training of law enforcement officials on State laws applicable to pedestrian and bicycle safety;



- b. Enforcement mobilizations and campaigns designed to enforce State traffic laws applicable to pedestrian and bicycle safety;
- c. Public education and awareness programs designed to inform motorists, pedestrians, and bicyclists of State traffic laws applicable to pedestrian and bicycle safety;
- d. Projects must accurately define the focus population. Children, teens, and adults age 20 and older are appropriate groups;
- e. Projects must specify a methodology for reaching the defined population. The methodologies designed should clearly outline the manner in which the group will be accessed and the anticipated number to be impacted by the project;
- f. Projects eligible for funding that are located in school districts, colleges, universities, or in city or county agencies that deal with safety education or recreation;
- g. Educational projects must provide in-depth education to a specific population, measuring and evaluating that impact.

### RESPONSIBILITIES OF FUNDED APPLICANTS

When a project is funded, the authorized official of the recipient agency enters into a written contractual agreement with the SC Department of Public Safety that outlines specific responsibilities. A few conditions of the agreement are:

#### **Reporting Requirements**

- Monthly Enforcement Data Reports (enforcement projects only)
- Quarterly Progress Reports (programmatic)
- A Final Narrative Report

#### **Claims**

Claims for reimbursement are to be submitted on designated forms as issued by the OHSJP. Claims may be submitted no more than once each month and no less than once a quarter; however, claims are held if the grant recipient is delinquent in the submission of required reports or completion of other necessary actions. Failure to submit claims as required may result in project termination.



### **Procurement**

Proper procurement procedures as required by federal, state, and local statutes (OMB Super Circular [2 CFR Part 200 Subparts A-F], 23 CFR Part 1300), and the SC Consolidated Procurement Code and Regulations) are to be followed. In addition,

- **All** purchases must be submitted to the OHSJP for review and approval prior to expending funds.
- All approved applicants must follow federal, state, or individual agency procurement guidelines (**whichever guidance is the strictest**). The agency's Procurement Officer must submit a signed statement describing the applicable purchase thresholds referencing the guidelines used.
- The updated SC Procurement Code procurement thresholds are as follows :
  - **Small Purchases (\$0-\$10,000):** Small purchases not exceeding ten thousand dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. Your Agency's purchasing department must annotate the purchase requisition: 'Price is fair and reasonable' and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
  - **Small Purchases (\$10,001-\$25,000):** Written request for written quotes from a minimum of three qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase over ten thousand dollars but not in excess of twenty-five thousand dollars.
  - **Advertised Small Purchases (\$25,001-\$100,000):** Written solicitation of written quotes, bids, or proposals may be made for a small purchase, other than a small purchase of construction, not in excess of one hundred thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.
- All contracts for services must be submitted for review and approval prior to execution. **Only under exceptional circumstances are sole source contracts approved.**
- Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through the standard approval process prior to August 1.





- All grant-funded purchases must be requested, purchased, invoiced, delivered and paid on or before September 30. Therefore, any purchases made under the FFY 2021 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2021.

**Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items that are on a state contract require approval from the OHSJP Financial Staff prior to purchase, to ensure the purchase meets all requirements. Recipient agency staff should verify contract dates prior to purchase to ensure that the contract is in existence at the time of purchase and includes both the contract number and expiration date on documentation submitted when reimbursement is requested.**

\*If an agency chooses to utilize a vendor that is **not** listed on state contract for items that **are** on state contract, the agency's Procurement Officer must provide documentation to justify this decision and certify that the purchase price is considered fair and reasonable. Additionally, the purchase price must be at least ten percent less than the state contract vendor.

### **Written Requests**

- Requests for grant revisions after a grant is awarded must be submitted to the Office of Highway Safety and Justice Programs prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety and Justice Programs. **Retroactive approval of revisions will not be granted, and costs incurred in such situations will not be reimbursed.**
- Reimbursement for travel expenditures must be in accordance with the Approved Budget. **All trainings and/or conferences must be approved by the OHSJP prior to attendance and listed in the budget narrative. Failure to obtain such prior written approval will result in such travel expense claims being denied for reimbursement using grant funds.** If grant funded personnel are unable to travel for any reason, the OHSJP will not reimburse for those expenditures. The subgrantee is encouraged to request a refund from the original vendor to be reimbursed for any unused travel expenses.

### **Personnel**

- Time sheets must be maintained for all personnel performing grant activities, reflecting the hours worked on and charged to the project. Costs associated with the performance of tasks outside the scope of the grant **will not** be reimbursed.
- Grant-funded DUI personnel must primarily work nights and weekends (between the hours of 3 PM - 6 AM). Time worked outside of these hours should have the reason noted on the time sheet (i.e. court, presentation, training, etc.)





- All personnel performing grant activities must be identified by name and date of hire. Any changes in personnel performing grant activities must be reported in writing on agency letterhead. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Grant activities may be reimbursed only for personnel specifically identified in the approved grant budget.

### **Special Activities**

Agencies receiving Highway Safety Grant funds shall assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer, Christmas/New Year's (December and January); Buckle Up South Carolina (May); Operation Southern Shield (July); Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September). Agencies receiving non-motorized safety grants are excluded from this requirement.

### **Equipment Purchased with Grant Funds**

- All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for as long as needed for those purposes. Agencies receiving funds to purchase equipment must notify the Office of Highway Safety and Justice Programs and request disposition instructions when (1) equipment becomes obsolete, and the agency desires to sell or dispose of the equipment; or (2) the equipment is no longer needed for the original purpose. No disposition of property can be made by the subgrantee until written instructions are provided by the Office of Highway Safety and Justice Programs.
- Property Control records must be submitted for all equipment purchased with Highway Safety funds. The equipment is subject to an annual property inventory to verify use in accordance with the original grant-funded activities. Serial numbers listed on the Property Control Form should reflect visible serial numbers on the installed equipment.



## OVERVIEW & GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety is charged with the administration of highway safety programs throughout the state. Highway safety programs in South Carolina originated under the Highway Safety Act of 1966 and have promoted safety in a variety of areas through state and local projects.

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act requires states to continue providing a data-driven traffic safety enforcement program to prevent traffic violations, crashes, crash fatalities, and crash injuries in areas of the state most at risk for such incidents.

To be eligible for federal funds, each traffic safety problem must be substantiated through appropriate data analysis, and the proposed solutions must possess a potential for impact.

### **General Requirements:**

All proposals submitted should demonstrate:

1. A highway safety problem/need exists;
2. A measurable impact on highway and traffic safety;
3. Cost effectiveness;
4. A comprehensive and systematic approach implemented in a well-defined geographic area;
5. A method for project evaluation (both performance and impact evaluation);
6. All cost items are an integral part of an approved highway safety program and have been justified accordingly.

### **Special Note Regarding General Costs of Government:**

**Federal grant funds may not be used for activities considered “general costs of government” (2 CFR § 200.444) according to long-standing Federal law, codified in the government-wide rule for Federal grants (the Supercircular), unless specifically allowed under the Federal statute or regulation. The rationale is that Federal funds should not support costs incurred by a State or locality in the ordinary course of conducting its own affairs. General costs of government include salaries and other expenses associated with government operation. The Supercircular specifically identifies “police” (i.e., law enforcement) and “prosecutors,” who carry out government services normally provided to the general public. (2 CFR § 200.444(a)(4-5)).**



The replacement of routine and/or existing state or local expenditures with the use of federal grant funds and/or the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be replacement of general costs of government and is not allowable.

### **General Allowable Costs:**

To be allowable, an applicant's costs must be necessary, reasonable, allocable, and used in accordance with appropriate statutes and implementing grant regulations. Highway Safety grant funds are to be used to support state problem identification, planning, and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths, and injuries.

1. The following are some examples of eligible items for Highway Safety grant funding:
  - Implementation of educational efforts to increase public compliance with occupant protection laws.
  - Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting impaired drivers.
  - Development and administration of countermeasures programs to correct identified problems.
  - Program coordination for impaired driving prevention, public information, and education activities.
  - Necessary mission-related equipment, training, and travel.
  - Evaluation of the effectiveness of program or project improvements.
  - The cost of training is allowable using curricula developed by, equivalent to, or endorsed by USDOT/NHTSA.
  - Purchase of child restraint devices is allowable if they are in compliance with NHTSA performance standard FMVSS #213 for these devices.
  - Development costs of new training curricula and materials are allowable if they will not duplicate materials already developed for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.



2. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations, and individuals for state or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable procurement purchasing procedures are followed.
3. Costs are allowable to support a specific highway safety project with educational activities that offer specific educational items/educational printed materials. Documentation must be available to show that such activities do not violate state law. Educational items, activities, and any printed materials must directly relate to the project objectives and must be preapproved by the OHSJP and specifically listed in the budget.
4. Costs of meetings and conferences, in which the primary purpose is the documentable dissemination of technical information, are allowable, including meals, transportation, rental of meeting facilities, and other incidental costs with prior approval from the OHSJP and specifically listed in the budget.

### **Specific Examples of Allowable/Non-Allowable Costs:**

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however, the conditions do serve as a guide in describing costs that **are allowable or not allowable for highway safety funding**.

#### **1. Facilities**

- a. The cost of land is not allowable.
- b. The cost of construction or reconstruction of driving ranges, towers, and skid pads is not allowable.
- c. The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable. The following are some examples of those items considered as furnishings or fixtures, for which costs are not allowable:

Desk	Coat Rack	Floor Covering	Picture/Clock
Chair	Credenza	Storage Cabinet	Draperies
Table	Book Case	Portable Partition	Fixed Lighting
Filing Cabinet	Shelving	Office Planter	Lamp

#### **2. Promotional Items**

The costs of promotional items are not eligible for reimbursement (promotional items include but are not limited to: pens, shirts, keychains, etc.)



### 3. Equipment –

- a. Costs for major (\$5,000 or more) equipment purchases as well as the purchase of in-car cameras, require specific prior approval from NHTSA.
- b. Costs shall be allocated and pro-rated based on utilization for highway safety purposes where major multi-purpose equipment is a planned purchase. **The OHSJP will only reimburse the lesser of 90% of the price paid or 90% of the state contract price for all vehicles and equipment installed in the vehicle (including but not limited to radar, in-car radio, single cell cage, console, emergency equipment and lighting, siren, in-car camera, center console, docking station, scanner/printer, installation and install supplies, push bumper) and all other associated costs.**
- c. Purchase of the following equipment items is allowable only if they are part of a comprehensive traffic enforcement program:

**(NOTE: *Equipment-only applications will not be considered for funding.*)**

- 1) Vehicle Light Bar Package, 8-light strobe, takedown lights  
(Must be mounted on exterior of vehicle and primarily blue in color).
- 2) Vehicle Passenger Transportation Cage or Safety Barrier for use between front seat and back seat to prevent rear seat occupants from injuring law enforcement front seat occupants.
- 3) Vehicle Mobile Radio Unit
- 4) In-Car Mobile Video Unit
- 5) Recording accessories for In-Car Video Unit
- 6) Power Control Center
- 7) Hand-held radar units/LIDAR units. Devices must meet federal Standards
- 8) Siren-Speaker
- 9) Traffic Cones (SCDOT specification – Not to exceed \$25 each)
- 10) Push Bumpers
- 11) Fire Extinguishers



- 12) Electronic Siren
  - 13) Police vehicle – May only be awarded if it is determined that the vehicle is needed to implement the project. **Written justification is required.** Please note that grant-funded vehicles must only be used for the detection and apprehension of impaired and/or speeding motorists, or motorists committing other moving violations for the useful life of the vehicle. Vehicles purchased with grant funds may match the color of your agency's fleet, but must be marked with specific "Target Zero" logos as indicated by the Office of Highway Safety and Justice Programs (also for the life of the vehicle). The agency is encouraged to follow current guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police. Vehicle purchases must comply with the Buy America Act.
  - 14) Alcohol testing devices used for training purposes (Devices must be on the Conforming Product List issued by the U.S. Department of Transportation and the International Association of Chiefs of Police).
  - 15) Mobile Data Terminals/Laptops (limited to \$3,000 each)
- d. The following items are not allowable for purchase/reimbursement with grant funds:
- 1) Mainframe computers
  - 2) Weapons, uniforms, or badges
  - 3) Stop sticks
  - 4) Passive alcohol sensors
  - 5) Monthly cell phone service
  - 6) Monthly radio service charges
  - 7) Golf carts
  - 8) Permanent signage/signage without a safety message
  - 9) Monthly wifi/mifi service charges
  - 10) Purchase of body-worn cameras



- 11) Speed/checkpoint trailers
- 12) Block/in-service trainings
- 13) Leave hours of any kind
- 14) Hours spent working a natural disaster

**NOTE: All equipment with a unit cost over \$5,000 and motor vehicle purchases must comply with the BUY AMERICA ACT:**

**The Buy America Act (BAA) prohibits subgrantees from using highway safety grant funds under Title 23 U.S.C. Chapter 4 §313 to purchase products, unless they are produced (manufactured or assembled) in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the BAA requirement.**

**Subgrantees must have vendors complete the BAA Certificate for Compliance Form for purchases with highway grant funds to be eligible for reimbursement.**

**A product's listing on State Contract does not certify that it complies with the BAA.**

#### **4. Travel**

- a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.
- b. The Office of Highway Safety and Justice Programs must approve all requests for out-of-state travel in writing and in advance, and must be specifically listed in the Travel section of the approved application budget.
- c. The current policy of the S.C. Comptroller General's Office only allows for reimbursement after the lodging has occurred. Therefore, billing payments made upfront through travel websites (ex. Expedia, Kayak, Travelocity, etc.) are considered "advance payments" for lodging and will not be reimbursed through the state.
- d. The cost of day-to-day patrol mileage for an officer performing grant activity is allowable based on the approved grant mileage rate if there are corresponding activity hours worked.

#### **5. Training**



- a. Costs are allowable to pay for the salary of grant-funded personnel while pursuing OHSJP-approved training when prior approval is obtained and trainings are specifically listed in the budget narrative.
  - b. **The purchase of portable alcohol breath testing devices is allowable if listed in the budget narrative, but the devices may be used only in a training context.**
6. **Alcohol Treatment Services**  
The cost of counseling and other alcohol and drug abuse treatment services, the cost of the promotion of such services, and the cost of any materials related to treatment services are **not** allowable.
7. **Letters of Support:**  
Letters of support are requested with the grant application ***only*** if funds are requested for multi-agency traffic enforcement projects and other projects involving multiple partners.
8. **Matching Requirements:**  
Grant applications are 100% federally funded for FFY 2021. No cash match is required for any eligible applicant.
9. **Limitations of Federal Funding:**  
Federal funding is limited to the support of new highway safety activities, the upgrading/expansion of established highway safety activities, or both.
10. **Indirect Cost Rates:**
  - **States and Local Government and Tribe:** Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval. The OHSJP reserves the right to negotiate indirect cost rate charges to a grant prior to award. If the subgrantee has never had a federally negotiated indirect cost rate, the De Minimis indirect cost rate of 10% of the Modified Total Direct Costs (MTDC) may be applied if the Agency is able to submit documentation certifying that an indirect cost rate has never been utilized. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E and Appendix VII to Part 200 for more details.
  - **Private, Non-Profit Organizations:** private, non-profit organizations receiving federal funds are authorized to recover indirect costs. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E for more details.





## CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by OHSJP staff in accordance with the review criteria listed below. Recommendations by the OHSJP staff will then be forwarded to the SC Public Safety Coordinating Council for its review/approval pursuant to Section 23-6-520, SC Code of Laws, 1976, as amended. Applications for funding will be reviewed on the following basis:

1. The degree to which the proposal addresses a national or state-identified problem area. Priority consideration will be given to applicants proposing major alcohol countermeasures, occupant protection, non-motorized safety, speed enforcement, and traffic records programs within the counties identified previously as having the highest numbers and percentages of alcohol- and/or speed-related traffic collisions, deaths, and injuries during the last three years.
2. The extent to which the proposal meets the published criteria within the specific guidelines.
3. The degree to which the applicant identifies, analyzes, and comprehends the local or state problems. **Applicants who do not demonstrate a traffic safety problem/need will not be considered for funding.**
4. The extent to which the proposal seeks to provide a realistic and comprehensive approach toward problem solution, including documenting coordination with local and state agencies necessary for successful implementation.
5. The assignment of specific and measurable objectives with performance indicators capable of assessing project activity.
6. The extent to which the estimated cost justifies the expected results.
7. The ability of the proposed efforts to generate additional identifiable highway safety activity in the program area; the ability of the applicant to become self-sufficient and to continue project efforts once federal funds are no longer available.
8. The ability of the applicant to successfully implement the project based on the agency's past experience in implementing similar projects; the capability of the agency to provide necessary administrative support to the project.
9. For projects funded in previous fiscal years, the quality of work and the responsiveness to grant requirements demonstrated in past funding years; current



or past grant performance, results of past monitoring visits, and the timeliness and thoroughness of required reports.

10. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.
11. Law enforcement applicants must be current in the reporting of Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws.



## HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST



**ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECKLIST PROVIDED BELOW. IF THERE ARE ANY NEGATIVE ANSWERS, PLEASE REVISE YOUR APPLICATION TO ENSURE COMPLIANCE IN PROVIDING THE NECESSARY INFORMATION.**

Yes	No	
—	—	1. Is the problem statement clear and concise?
—	—	2. Is sufficient information regarding the problem provided?
—	—	3. Has sufficient data been provided in the problem analysis to prove the problem?
—	—	4. Has adequate information on the current situation been provided in the problem analysis?
—	—	5. Are the objectives stated in measurable terms for specific time periods?
—	—	6. Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
—	—	7. Will the performance indicators listed measure the attainment of stated objectives?
—	—	8. Has the source or method of collecting data to measure effect been identified?
—	—	9. Will the indicators listed measure the impact of program goals?
—	—	10. Has an evaluation plan been included in the application?
—	—	11. Has the subject of continuation of project activity for future years been adequately discussed?
—	—	12. If funding was received in the previous fiscal year, has a thorough analysis of the results of the previous year's project been included in the narrative?
—	—	13. Does the application fall under one of the program areas identified for funding?



## 2021 Highway Safety Funding Guidelines

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|---|---|-----|--|
| — | — | 14. | Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy? |
| — | — | 15. | Is the agency current in the submission of fines, fees, and surcharges?  |
| — | — | 16. | Is the agency current in reporting Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws?                   |
| — | — | 17. | Have funding requests for items other than equipment been included?  |



## FREQUENTLY ASKED QUESTIONS

### **1. Can we receive funding for equipment only?**

- a. No, highway safety grants must also have a significant programmatic component.

### **2. Can we receive funding for items such as pens, shirts, and bags with our logo/emblem printed on them?**

- a. No, the National Highway Traffic Safety Administration (NHTSA) has deemed these items to be classified as ‘Promotional’ and not eligible for reimbursement using NHTSA grant funds.

### **3. How can we determine the best budget estimate to use for training/travel expenses as we complete the application?**

- a. The OHSJP is only able to reimburse the maximum allowable rates established by our agency and NHTSA. If desired, your agency can pay any remaining amount (i.e., If the expenses are \$200 and the OHSJP can only reimburse \$175, your agency may pay the \$25 out of your agency’s funds).

Lodging cannot exceed the U.S. General Services Administration (GSA) rate. You can visit <http://www.gsa.gov/portal/content/104877> to gauge what the rate may be in FFY 2021.

Meals cannot be more than the State of South Carolina’s per diem, as listed below. If your agency’s policy is stricter, please follow that policy.

	IN- STATE	OUT OF STATE	DEPART BEFORE	RETURN AFTER
Breakfast	\$8.00	\$10.00	6:30 am	11:00 am
Lunch	\$10.00	\$15.00	11:00 am	1:30 pm
Dinner	\$17.00	\$25.00	5:15 pm	8:30pm
Maximum	\$35.00	\$50.00		

Reimbursement for mileage cannot be higher than your agency’s rate. The maximum reimbursement for mileage is updated by the Internal Revenue Service (IRS) in January.

### **4. How does the OHSJP determine which projects to recommend for grant funding?**



- a. Several things are considered and the information provided here represents only a fraction of the process used to compile recommendations for funding. If more guidance is desired for your organization/agency, please attend the Grant Solicitation Workshop on January 13, 2020 and/or call staff at 1-877-349-7187 for more assistance. The OHSJP staff reads every application and looks at the charts outlined on pages 6-10 to determine what counties are experiencing the most fatalities and severe injury collisions for each program area. The priority counties for funding are highlighted on each of the charts. Organizations/agencies are encouraged to apply for the program area(s) in which their counties are experiencing problems (i.e. impaired driving, speeding, occupant protection, or non-motorized). Availability of grant funds and specifics requested in the application are also considered.

**5. If we are approved for funding for a Federal Fiscal Year 2021 highway safety grant, can we increase the grant funds requested in the application?**

- a. No, the grant funding amount cannot be altered by the applicant. The level of funding for an agency/organization can be lowered by the OHSJP at the time of funding recommendation. However, the overall requested amount listed in the application cannot be increased.

**6. If I currently have a highway safety grant, do I have to apply again?**

- a. Yes, if you would like to be considered for an additional year of funding. Grants are awarded for one fiscal year only.

**7. When should I start applying for FFY 2021 grants?**

- a. The grant application will open on January 13, 2020 and everyone is encouraged to begin applying as soon as possible. The deadline for application submission is **5:00 PM Friday, February 21, 2020.**

**8. What are the dates for FFY 2021/when does FFY 2021 start and end?**

- a. October 1, 2020–September 30, 2021